

General Information

The Army's Contracting and Acquisition Management Development Program is a means of placing qualified individuals into a structured 24-month training program, which is designed to meet projected management needs. Acquisition trainees fall under Federal Career Program 14, 1102 series. Trainees, also known as interns, come on board either through the Outstanding Scholar program or a similar local trainee program. Trainees enter federal service as full time employees earning a competitive salary and are eligible for all benefits offered to the Federal workforce.

Trainees are appointed at the GS-7 level and are then non-competitively promoted approximately every year until they reach their target grades (GS-11). The target grade is the level that should be reached by the end of the training program. Opportunities to compete for advancement beyond the target level will be available during your federal career.

Trainees are provided with an incredible opportunity to further their professional careers within an educational environment. Specialized training in the program is accomplished in four ways:

- **Formal Instruction** consists of the courses mandated by the Department of Defense for all acquisition personnel. These courses provide the trainee with a solid background in the current methods, processes and regulations involved in the acquisition career field.
- **On-the-Job Training** will be a continuous effort on the part of the organization and intern. OJT experience provides hands on learning that is a vital part of an intern's overall development. OJT orients an intern with daily duties and responsibilities, improves task level skills, enhances employee knowledge and abilities; and provides tailored learning. The pace and path will vary from situation to situation. OJT will give an intern the opportunity to use the knowledge gained through formal classroom training and apply it directly to current situations.
- **Rotational Cross Training** introduces the trainee to various areas of the Contracting Organization. As the trainee rotates through branches within the organization, he or she will experience first hand the vital role that these areas play in accomplishing the mission of the organization. Trainees may have the opportunity to rotate through several different organizations during the 24 month development program: (1) The requiring activities (customer), (2) Defense Contracting Management Agency (DCMA), (3) Operational Experience (greening), (4) local Small and Disadvantage Business Utilization office, (5) various divisions or sub division within the organization, and (6) other areas as deemed appropriate by the organization.
- **Informal In-House Training** will also be arranged for trainees. These sessions will be conducted in a relaxed setting with the trainee class as a group. These classes are intended to provide basic information on the principles and processes of contracting and will alleviate some of the confusion that comes with learning a new field

Incoming trainees must be college graduates with a minimum 2.95 GPA on a 4.0 scale and have at least 24 business credits. There are two types of announcements under which to apply: the first being Outstanding Scholar and the second under OPM. The Outstanding scholar requires a 3.45 GPA and 24 business credits for direct hire. The OPM vacancy announcement has 156 questions, which must be answered and requires a 2.95 GPA and 24 business credits.

The Army maintains these high standards because it wants highly motivated, goal-oriented, professional individuals who are prepared for a challenging career. Successful completion of the management-training program leads to a full performance Federal acquisition career, with the potential to move into mid or higher level management positions.